

16 APR 1979

MEMORANDUM FOR: Chairman, DCI Intelligence Information Handling
Committee

FROM : H. C. Eisenbeiss
Alternate CIA Member, IHC

SUBJECT : Comments on Library Facilities and Information
Services Work Program

1. This memorandum provides CIA comments on the revised draft work program dealing with Library Facilities and Information Services, as published with the agenda for the 70th IHC meeting.

2. First, we believe that there are semantic problems in the title of the work program. "Library" has different interpretations in the various Community agencies. In CIA, for example, the term is generally reserved for the CIA Library, which selects, houses and circulates books and periodicals, and provides reference service to this open literature. In DIA, the Library also stores and retrieves documents--an activity that takes place in another component of CIA. "Information Services" also has different meanings--from the more classic library reference activity within the DIA Library to the expanded research supporting activity within CIA, which includes the production of reference aids and finished biographic reports. We recommend that the work program include a definition of these two terms.

3. Looking at the totality of the work program tasks, we have a concern that all elements of the work program might be addressed simultaneously. This would require substantial manpower from all agencies--manpower that CIA for one cannot afford at this time. Much of the work program, particularly paragraphs 1, 2, 5 and 7, touches on areas that will be addressed in the expected study of the feasibility and desirability of the CIA proposal to adopt RECON and ADSTAR as Community systems. We believe the study of the CIA proposal should be undertaken first, with additional elements of the work program to be addressed when that study is completed.

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4. As stated above, paragraphs 1 and 2 deal directly with the CIA proposal, as do parts or all of paragraphs 5 and 7. To better tie these elements of the work program to the study of the CIA proposal, we recommend that the first two paragraphs be revised along the following lines:

Review the CIA proposal to adopt RECON and ADSTAR as Community systems managed by CIA. If this proposal is feasible and desirable, develop a plan for implementation. If the proposal is not feasible or desirable, determine the proper course the Community should take in regards to Community bibliographic and document storage and retrieval systems, standardized indexing and the adoption of a revised USIB intelligence subject and area classification code.

5. There are several problems with the third paragraph. We believe it contains questionable assumptions, viz. that it is possible to have electrical dissemination for all documents and that it is desirable (i.e., cost effective) to have full text on-line storage, search and retrieval. "Develop plans for" implies that the IHC can dictate to producers that they should disseminate electrically. Also, the difference between "intelligence reports" and "intelligence information reports" is not clear, and "products which support analysis" is too broad--encompassing also open source materials. We recommend that "Develop plans for" be changed to "Investigate feasibility of the..." and that "for the implementation" be dropped. In addition, "all intelligence reports... products which support analysis" should be better defined.

6. The fourth paragraph touches on the heart of the matter. The more materials that can be processed initially in machine readable form, the better able the Community will be to disseminate electrically and to build automated files. "Develop" again ignores political realities. It is one thing to have a standard; it is another to implement the standard. The example of foreign personality names is worth considering. Standards exist for the transliteration of writing systems that do not use the Roman alphabet -- developed by the Board of Geographic Names (BGN). The efforts to obtain Community acceptance of these standards in reporting on foreign personalities have been unsuccessful -- leading to variations in name spellings. This task reaches for the ideal, with standardized method and format, and unique document identifier. Given the expected difficulty in obtaining Community acceptance in this area, it might be best to move incrementally. First encourage greater utilization of electrical transmission, then move towards standardized format and unique document numbers. We recommend that the paragraph be rewritten as follows:

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Investigate ways in which Community Agencies can be encouraged to move towards increased transmission of reports electrically.

7. Paragraph 5 is unnecessary if the CIA proposal is accepted. Given our suggested revision of paragraphs 1 and 2, we recommend deletion of this paragraph.

8. Regarding paragraph 6 of the work program, we agree that there is a need for more coordination of the several ongoing efforts studying the use of open literature, e.g., OSCOL. We are not certain, however, that major problems exist in Community sharing of books and periodicals, as seems to be the assumption. The CIA Library, during calendar year 1978, loaned 653 items to other Libraries and borrowed 5072. The Ohio College Library Center (OCLC), which is used by several Community Agencies, will shortly offer an interlibrary loan module, which may facilitate the loan process. Once this capability has been operational in OCLC for a period of time, the IHC might consider a study of Community use of OCLC to determine its value to Community sharing of open literature. Such a study would help identify benefits and problems in the utilization of available systems.

9. Most of paragraph 7 covers areas that will be addressed in the study of the CIA proposal, viz. indexing and document storage and retrieval. The results of the study will point the way for future discussions in these areas. Our suggested revision of paragraphs 1 and 2 takes this into account. Regarding "redundant" dissemination procedures, we feel that the emphasis should not be on whether there is duplication, which may be construed as redundancy, but rather should be on whether analysts are getting what they need on a timely basis. Consequently, we suggest that this task be reworded to focus on the sensitivity of dissemination to the needs of the analyst.

10. As for paragraph 8 of the work program, it would appear that individually and collectively the Community members will be aware of major developments in networking, and that the time for discussion of such developments should be when a specific activity can be identified. In other words, such review and discussion is implicit in the IHC charter and does not need stating.



H. C. Eisenbeiss

STATINTL

Distribution:

Original & 1 - Addressee
1 - D/ODP
1 - D/OCR
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1 - C/CLD
2 - OC/CLD

STATINTL NFAC/OCR/DSG/CLD: [REDACTED] (11 Apr 79)

Library Facilities and Information Services
Work Program

Develop a plan for implementation of a centralized automated bibliographic index of all intelligence product with on-line access by Community analysts.

Pursue a study of the establishment of a centralized all-source microform document storage and retrieval system and, if feasible, prepare a plan for its implementation.

Develop plans for the dissemination in electrical form of all intelligence reports, intelligence information reports and products which support analysis and for the implementation of full text on-line storage, search and retrieval of all such current intelligence information.

Develop a standardized method and format, and a unique document identifier system for the processing of field reports in machine readable form which will provide bibliographic information and support automated indexing and on-line full text retrieval capabilities for the Community.

Review and make recommendations on the advisability of revising and implementing the USIB Intelligence subject and area classification code.

Coordinate efforts to organize open source literature to enhance support for Community analysts, recommend ways to improve access to open source information and develop methods for improving Community sharing of books and periodicals.

Review document handling procedures in the Community to eliminate any redundant processing which currently occurs in indexing, dissemination, storage and retrieval of intelligence publications and reports.

Review activities underway in national planning for and implementation of national and international library networking systems and recommend the adoption of means to apply such developments to the support of Community analysts.

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Approved For Release 2002/01/08 : CIA-RDP83T00573R000100120021-8

ODP STAFF SUMMARY SHEET

SUBJECT:

Comments on Library Facilities and Information Services Work Program
(ODP 9-623)

PURPOSE OF ACTION:

ACTION OFFICER (Incl. Ext.)

STATINTL

REFERENCES:

RESOURCE PACKAGE & COSTS (If applicable):

THIS PAPER IS FOR YOUR:

	COMPONENT/ OFFICER	INFORMATION/ COMMENT	CONCURRENCE	APPROVAL/ SIGNATURE	INITIALS	DATE
2	EO	X				
3	DD	X				
1	C/MS		*		B	Apr 20
4	D/ODP			x	- ADJ	15/4/83

DISCUSSION:

* For staff review before forwarding by D/ODP
Also please add reference to folder for D/ODP's info
G.D.

SIGNATURE OF ACTION OFFICER

DATE

ADD TO OFFICIAL FILE YES ___ NO ___

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Explanatory Notes

Subject: Self-explanatory - include ODP number if applicable.

Purpose: What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend \$100M," "Comply with periodic reporting requirements," etc.

Action Officer: Name, organization, extension.

References: List of pertinent references. Copies should be attached in order listed.

Resource Package and Costs: Identify the Resource Package and total costs for each fiscal year if the action involves funds.

Routing: Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

Discussion: Narrative discussion of action - what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

Signature of Action Officer: Sign and date form.

Classification: Mark at the top and bottom of page, as appropriate.